

CAOS Certificate		Students who successfully complete the Computer Applications and Office Systems Certificate will have:									
Outcome 1		Perform basic entry-level office work. (new outcome)									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 246(S)	Int Computer Projects (Windsheimer): Course canceled due to low enrollment	Individual Project	0								
OS 240(S)	Filing & Records Mgt. (Ware)	Final Practical Exam	10	10	0	0	0	0	4.00		
<b>TOTALS</b>			10	10	0	0	0	0	4.00	0	
% students earning C or higher			100.00%	% students earning B or higher			100.00%				
CAOS Certificate		Students who successfully complete the Computer Applications and Office Systems Certificate will have:									
Outcome 2		Effectively use written, oral, and visual communications skills.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 216 (W)	Beginning Word	Final Project	12	9	0	1	2	0	3.33		
<b>TOTALS</b>			12	9	0	1	2	0	3.33	0	
% students earning C or higher			83.33%	% students earning B or higher			75.00%				
CAOS Certificate		Students who successfully complete the Computer Applications and Office Systems Certificate will have:									
Outcome 3		Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.									
Course Prefix & #	Course Title	Assignment	Total # of students receiving letter grade	A	B	C	D	F	Average for students receiving letter grade	students receiving an "incomplete"	
CAS 217 (S)	Intermediate Word	Final Project	6	4	2	0	0	0	3.67		
<b>TOTALS</b>			6	4	2	0	0	0	3.67	0	

% students earning C or higher	100.00%	% students earning B or higher	100.00%
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